

**ARTICLE 32**  
**REAPPOINTMENT AND PROMOTION OF ADJUNCT MEMBERS**

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**32.1 Reappointment of Term Adjuncts**

- 32.1.1 No Adjunct Member shall be denied reappointment for reasons that are contrary to this Agreement, nor solely to prevent an individual from becoming eligible for reappointment or appointment as a Continuing Adjunct.
- 32.1.2 A Post-Doctoral Fellow appointed as a Term Adjunct shall not accrue a Specific or General Right of Reappointment for any courses or course-sections taught while holding an appointment as a Post-Doctoral Fellow at Queen's University.
- 32.1.3 For all purposes of service and continuity, an eight (8) month Term Adjunct contract shall be viewed as a one (1) year contract. A period of authorized leave shall neither break nor be counted as part of such consecutive service. Furthermore, one (1) gap in membership in the Bargaining Unit of not more than twelve (12) months due to lack of work shall be treated as an authorized leave for the purposes of this Article.
- 32.1.4 For the purposes of this Agreement, prior teaching of a course as specified in Article 32.2.1 shall date from May 1, 2000.

**32.2 Specific Right of Reappointment (SRoR) for Term Adjuncts**

- 32.2.1 A Term Adjunct who has had full responsibility for teaching one or more course(s) at Queen's as an Adjunct at least three (3) times in three separate Academic Years over four (4) consecutive Academic Years shall have a Specific Right of Reappointment (SRoR). The SRoR is a right to teach the same specific course(s) in the same course-delivery format in subsequent Academic Years. Courses shall be deemed to be the same specific course where they are exclusive of one another for degree credit within a given Unit and are offered at the same level in a degree program. The granting of SRoR is contingent upon a record of good teaching per Article 29 and satisfactory performance of assigned duties, based on at least three (3) evaluations per Article 28.
- 32.2.2 A Term Adjunct with a SRoR shall be offered reappointment in accordance with that right unless
- (a) the course or course-section is being assigned to a Tenure-track/Tenured Member; a Continuing Adjunct; a Term Adjunct with seniority pursuant to Article 32.2.5 or a General Right of Reappointment (GRoR); or a Teaching Fellow who would not otherwise have an opportunity to teach as part of their graduate education;

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- (b) the course or course-section to which the Member has a SRoR is not being offered;
- (c) the Term Adjunct's Right of Reappointment has expired per Article 32.4.1; or
- (d) the Term Adjunct has lost his/her Right of Reappointment per Article 32.4.2

32.2.3 In a case where Article 32.2.2(a) or Article 32.2.2(b) applies,

- (a) the Unit Head shall inform the Term Adjunct with the SRoR in writing of the reason(s) reappointment is not offered. The Unit Head shall provide the Term Adjunct with the opportunity to indicate his/her interest in teaching a section of the course in the same course-delivery format should Article 32.2.2(a) or Article 32.2.2(b) not apply to a section or sections of a course in a subsequent Academic Year;
- (b) the Term Adjunct shall maintain his/her SRoR, provided that he/she
  - (i) indicates to the Unit Head in writing his/her interest in teaching a section of-the course in the future;
  - (ii) keeps the Unit Head informed in writing of any change in the Term Adjunct's mailing address, e-mail address, or telephone number; and
  - (iii) does not lose his/her SRoR per Article 32.4.2 or his/her SRoR does not expire per Article 32.4.1.

32.2.4 In the event that more sections of a course are offered than a Term Adjunct has a SRoR to teach, the Term Adjunct is not deemed to have a SRoR to any of the additional section(s) that may be offered. A Term Adjunct with a SRoR may be appointed to teach additional sections without posting.

32.2.5 In cases where two or more Term Adjuncts have earned a SRoR to the same course but fewer course-sections of the relevant course than applicants are available, the following shall apply:

- (a) The Term Adjunct who has taught the course most often as an adjunct at Queen's shall be appointed, provided that she/he has taught the course at Queen's within the past five (5) Academic Years and has a record of good teaching per Article 29.

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- (b) If two or more Term Adjuncts have taught the course an equal number of times as an adjunct at Queen's, the Term Adjunct who has taught the course most recently shall be appointed provided that she/he has a record of good teaching per Article 29.
- (c) If two or more Term Adjuncts have an equally long record of teaching that course as an Adjunct at Queen's, and have taught the course equally recently, and both have a record of good teaching per Article 29, the Term Adjunct who has a superior record of teaching that course per Article 29 shall be appointed.

**32.3 General Right of Reappointment (GRoR) for Term Adjuncts**

**32.3.1 Eligibility for General Right of Reappointment (GRoR)**

32.3.1.1 Subject to the provisions of Article 32.3.1.4, a Term Adjunct with a SRoR who has served four (4) or more consecutive years as a Term Adjunct at Queen's University and whose years of service multiplied by the cumulative total of the full-course equivalents she/he has successfully taught in that period equals sixteen (16) or more shall be eligible to apply for a General (i.e. not course specific) Right of Reappointment (GRoR) within a Unit. Only Term Adjuncts with a SRoR to a half (0.5) course or more shall be eligible for a GRoR. The GRoR is a right to a reappointment for a period of not less than one (1) year and not more than three (3) years to teach any course that the Member is demonstrably qualified to teach within a Unit in which she/he acquired the GRoR.

32.3.1.2 The Teaching Load Entitlement (TLE) of a GRoR equals the full-course equivalents (comprised of half (0.5) courses or more) to which the Member has earned a SRoR.

32.3.1.3 In instances where a Term Adjunct has become numerically eligible for a GRoR as a result of teaching performed in multiple Units, the provisions of Article 32.3.1 and Article 32.3.2 shall be modified where applicable by Article 32.3.6.

32.3.1.4 A Term Adjunct faculty Member who is numerically eligible for a GRoR shall not be reappointed if

- (a) the Member has been dismissed for cause or suspended for cause without pay for at least one (1) month; or
- (b) a financial exigency has been declared pursuant to Article 38.

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32.3.1.5 A GRoR shall be granted to an eligible Term Adjunct when there is clear evidence, based on at least three (3) evaluations per Article 28, of demonstrated professional growth and the promise of future development as reflected in the following:

- (a) A record of very good teaching (per Article 29) and clear evidence of a commitment to academic and pedagogical excellence; and
- (b) A record of high-quality performance of assigned duties.

**32.3.2 Procedures for Acquiring a General Right of Reappointment (GRoR)**

32.3.2.1 The Modified Appointments Committee described in Article 25.10.3 shall make recommendations regarding the granting of GRoR.

32.3.2.2 The Unit Head shall inform all Term Adjuncts who will become eligible to apply for a GRoR pursuant to Articles 32.3.1.1 in writing of their eligibility no later than the first day of the Term prior to the Term in which he/she becomes eligible. At that time the Unit Head shall also advise the Member that he/she may submit his/her application for consideration by the Modified Appointments Committee (the Committee). Within thirty (30) days, a Member must indicate to the Unit Head in writing that he/she wishes to be considered for a GRoR.

32.3.2.3 A Term Adjunct who has indicated to the Unit Head in writing that he/she wishes to apply for a GRoR in accordance with Article 32.3.2.2 shall, on or before the subsequent January 31 submit his/her application for consideration by the Modified Appointments Committee. The application shall include:

- (a) an up-to-date curriculum vitae;
- (b) a teaching dossier which includes student evaluations and/or surveys pursuant to Article 29;
- (c) a list of all courses or subject areas within the Unit the Member believes she/he is demonstrably qualified to teach; and
- (d) any other materials relevant to the courses within the Unit that the Member is demonstrably qualified to teach (in addition to those courses for which the Member has been appointed in the past).

The Member may also choose to include other material she/he believes is relevant to the criteria at Article 32.3.1.5.

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32.3.2.4 Prior to February 15, the Unit Head shall

- (a) inform the Modified Appointments Committee of the Member's application;
- (b) make available to the Committee information from the Member's Official File that is relevant to the application (including the Member's Appointment Reports and teaching evaluations); and
- (c) make available to the Committee the Member's materials submitted pursuant to Article 32.3.2.3.

**32.3.3 Application File**

32.3.3.1 The Application File shall consist of all materials provided by the Member pursuant to Article 32.3.2.3, and all other material, reports and assessments compiled under Article 32.3.2.4.

**32.3.4 Recommendations**

32.3.4.1 By March 15 the Modified Appointments Committee shall meet to assess all materials in the Application File in order to determine

- (a) if the Member has met the criteria set out at Article 32.3.1.5; and
- (b) which courses the Member is demonstrably qualified to teach in the Unit. If a course is one which the Member has previously taught with satisfactory assessment, it shall be presumed that the Member is demonstrably qualified to teach it unless evidence to the contrary is contained within the application file in which case the Committee must assess rather than presume that the Member is qualified to teach the course in question.

32.3.4.2 In the case of an emerging negative recommendation on the question of whether to grant a GRoR at the Modified Appointments Committee level, the Chair of the Committee must inform the Member within ten (10) working days with clearly stated reasons. The Member shall have ten (10) working days to submit a written response or any additional relevant material, all of which shall be added to the Application File.

32.3.4.3 The Modified Appointments Committee shall form a recommendation in writing with reasons in accordance with the appropriate criteria. The recommendation shall clearly indicate whether the Committee is providing a positive or negative recommendation with regard to the granting of a GRoR.

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32.3.4.4 By May 1, the Chair of the Modified Appointments Committee shall forward to the Member the written recommendation of the Committee on the question of whether to grant a GRoR with its reasons, and submit to the Unit Head, the Application File including the written recommendation of the Committee with its reasons. The Committee shall also compile a list of the courses the Member is demonstrably qualified to teach within the Unit.

32.3.4.5 For a departmentalized faculty, in the case of a positive recommendation from the Modified Appointments Committee, the Unit Head shall recommend granting a GRoR unless the Unit Head is not persuaded that the Member has met the criteria set out at Article 32.3.1.5.

32.3.4.6 For a departmentalized faculty, by May 15, the Unit Head shall forward to the Member the Unit Head's written recommendation with reasons, and submit to the Dean the Application File, including

(a) the written recommendation of the Modified Appointments Committee with its reasons and the Member's response to the Committee's recommendation (if any); and

(b) the Department Head's written recommendation and reasons.

#### **32.3.5 Decision**

32.3.5.1 For a departmentalized faculty, in the case of a positive recommendation from the Modified Appointments Committee and the Unit Head (if applicable), the Dean shall grant the GRoR, effective July 1 of the year in which it is granted. However, if the Unit Head and the Committee cannot agree on a recommendation, the Dean shall decide the matter.

32.3.5.2 For a non-departmentalized faculty, in the case of a positive recommendation from the Modified Appointments Committee, the Dean shall grant a GRoR unless the Dean is not persuaded that the Member has met the criteria set out at Article 32.3.1.5.

32.3.5.3 The Dean shall inform the Member of the decision in writing, including reasons for any denial, by July 1. In the case of a positive recommendation, the Dean's notification letter shall state that the GRoR becomes effective on July 1 of the year in which it is granted, the Member's Teaching Load Entitlement (TLE), the list of courses the Member is demonstrably qualified to teach and it shall refer to Article 32.4 regarding the loss or expiration of a right of reappointment.

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32.3.5.4 In the case of a negative decision, the Member shall retain any right of reappointment she/he held at the time of application for a GRoR.

**32.3.6 Eligibility for a General Right of Reappointment (GRoR) Across Two or More Units**

32.3.6.1 Article 32.3.6 applies to Term Adjuncts who have taught in more than one Unit and who wish to apply teaching experience in one Unit to their eligibility for GRoR in another Unit. To the extent applicable, Article 32.3.6 modifies the other provisions of Article 32.3.

32.3.6.2 A Term Adjunct with a SRoR who wishes to apply teaching experience in one Unit to his/her eligibility for GRoR in another Unit shall inform the Heads of all such Units in writing of all teaching performed in other Units by October 31 in the Fall Term, or February 15 in the Winter Term if they are only teaching in that Term. The Letter of Appointment for all Term Adjuncts will identify the need for a Term Adjunct to provide Unit Heads with this information.

32.3.6.3 The University shall consider teaching performed in multiple Units in the calculation of numerical eligibility for a GRoR only if the conditions of Article 32.3.6.2 are met.

32.3.6.4 The Head of the Unit for which the Term Adjunct has a SRoR or, if the Term Adjunct has a SRoR in more than one Unit, the Head of the Unit in which the greatest amount of teaching has been performed by the Term Adjunct shall initiate the procedures as set out at Article 32.3.2.2. Heads of Units in which the Term Adjunct subsequently earns a SRoR will initiate the procedures in Article 32.3.2.2 at that time. All Units in which the Term Adjunct has taught shall be copied on the correspondence prescribed by Article 32.3.2.2.

32.3.6.5 A Term Adjunct is eligible for a GRoR only in the Units in which she/he has a SRoR. Teaching Load Entitlement (TLE) as per Article 32.3.1.2 shall be on a Unit-specific basis.

32.3.6.6 If a Unit's needs change over time, a portion or all of the Member's TLE in one of the Units may be transferred to another Unit in which the Member has a TLE after consultation with the Member. A Member may request that a portion or all of the Member's TLE in one of the Units be transferred to another Unit in which the Member has a TLE.

32.3.6.7 Each Unit in which a Term Adjunct applies for a GRoR shall independently complete the procedures as set out at Article 32.3.2.

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32.3.6.8 Where a Dean is required to make a decision per Article 32.3.5 with regard to a Term Adjunct's applications for GRoR in more than one Unit, the Dean shall decide each application independently.

32.3.6.9 Where a Term Adjunct acquires a GRoR in multiple Units, Article 32.4.1 applies on a Unit specific basis.

**32.3.7 Reappointment of Term Adjuncts with a General Right of Reappointment**

32.3.7.1 A Term Adjunct faculty Member who holds a GRoR per Article 32.3.1.1 shall be reappointed for a period of not less than one year and not more than three years provided there is a record of good teaching and satisfactory performance of other assigned duties, unless

(a) the Member's teaching or other assigned duties are being assigned to a Tenure-track/Tenured faculty Member or to a Continuing Adjunct faculty Member, or the courses which the Member is qualified to teach are not being offered and/or the assigned duties are to be discontinued and there are no other courses offered that the Member is demonstrably qualified to teach; or

(b) the Term Adjunct's Right of Reappointment has expired per Article 32.4.1; or

(c) the Term Adjunct has lost his/her Right of Reappointment per Article 32.4.2;  
or

(d) a financial exigency has been declared pursuant to Article 38.

32.3.7.2 For Term Adjuncts with a General Right of Reappointment who are reappointed, the appointment letter shall include the information required by Article 25.10.4.2. The appointment letter shall also specify the total length of appointment in accordance with Article 32.3.1.1 and the duties for the first year of the appointment, and it shall give an indication of expected duties for subsequent years, if applicable.

32.3.7.3 In the event the available courses which the Member is demonstrably qualified to teach will be of insufficient number to fulfill his/her GRoR Teaching Load Entitlement (TLE), the Member shall be offered reappointment to teach only such courses as are available to him/her. An appointment at a teaching load that is less than the Member's TLE shall not diminish his/her GRoR or TLE.



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**32.3.8 Bumping Rights Amongst Term Adjuncts with a General Right of Reappointment**

32.3.8.1 In cases where two (2) or more Term Adjuncts with a GRoR may be demonstrably qualified to teach a course or courses which they have not previously taught, and the assignment of the course or courses is necessary for reappointment of at least one (1) of the Term Adjuncts, the Unit Head shall notify the Members and the Modified Appointments Committee. The Unit shall seek the recommendation of the Committee on the respective qualifications of the Term Adjuncts prior to assigning the course or courses and prior to determining the issue of reappointment.

32.3.8.2 In cases where two (2) or more Term Adjuncts have a GRoR, but fewer courses than equally qualified applicants are available, the following shall apply:

- (a) The Term Adjunct with the longest record of employment as an Adjunct in the Bargaining Unit shall be appointed; and
- (b) If two (2) or more Term Adjuncts have equally long records of employment as Adjuncts in the Bargaining Unit, the Adjunct who has taught the course(s) to be assigned most recently shall be appointed.

**32.3.9 Addition(s) to the List of Courses a Term Adjunct is Demonstrably Qualified to Teach**

32.3.9.1 Where a Term Adjunct has been granted a GRoR with a list of courses she/he is demonstrably qualified to teach within the Unit as per Article 32.3.4.4, the Term Adjunct, no sooner than eighteen (18) months after being granted a GRoR and every two (2) years thereafter, may apply to add to the list of courses she/he is demonstrably qualified to teach.

32.3.9.2 The list of courses shall be expanded where there is clear evidence of the following:

- (a) A continued record of very good teaching (per Article 29) and clear evidence of a continued commitment to academic and pedagogical excellence;
- (b) A continued record of high-quality performance of assigned duties; and
- (c) The applicant is qualified to teach the courses she/he wishes to add to his/her list of courses she/he is demonstrably qualified to teach.

32.3.9.3 A Term Adjunct who wishes to apply to add to the list of courses she/he is demonstrably qualified to teach shall, on or before January 31, submit his/her

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application for consideration by the Modified Appointments Committee. The application shall include:

- (a) an up-to-date curriculum vitae;
- (b) a teaching dossier which includes student evaluations and/or surveys pursuant to Article 29;
- (c) a list of the additional courses within the applicable Unit the Member believes she/he is demonstrably qualified to teach and evidence as to why; and
- (d) any other materials relevant to the courses within the Unit that the Member is demonstrably qualified to teach (in addition to those courses for which the Member has been appointed in the past).

The Member may also choose to include other material she/he believes is relevant to the criteria at Article 32.3.9.2.

The Application File shall consist of all materials submitted pursuant to this Article.

Each Unit in which a Term Adjunct has a GROR and where she/he would like to apply to add to the list of courses she/he is demonstrably qualified to teach shall independently complete the procedures as set out at Article 32.3.9.

32.3.9.4 Prior to February 15, the Unit Head shall

- (a) inform the Modified Appointments Committee of the Member's application;
- (b) make available to the Committee the Member's Application File submitted pursuant to Article 32.3.9.3;
- (c) make available to the Committee the positive recommendation from the Modified Appointments Committee granting the Member GROR pursuant to Article 32.3.4.4; and
- (d) make available to the Committee the Dean's GROR notification letter pursuant to Article 32.3.5.2

32.3.9.5 By March 15, the Modified Appointments committee shall meet to assess all materials in the Application File in order to determine

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- (a) if the Member has met the criteria set out at Article 32.3.9.2; and if so,
- (b) which additional courses the Member is demonstrably qualified to teach in the applicable Unit. If a course is one which the Member has previously taught with satisfactory assessment, it shall be presumed that the Member is demonstrably qualified to teach it unless evidence to the contrary is contained within the Application File in which case the Committee must assess rather than presume that the Member is qualified to teach the course in question.

- 32.3.9.6 In the case of an emerging negative recommendation at the Modified Appointments Committee level on the question of whether to expand the list of courses the Member is demonstrably qualified to teach, the Chair of the Committee must inform the Member within ten (10) working days with clearly stated reasons. The Member shall have ten (10) working days to submit a written response or any additional relevant material, all of which shall be added to the Application File.
- 32.3.9.7 The Modified Appointments Committee shall form a recommendation in writing with reasons in accordance with the appropriate criteria. The recommendation shall clearly indicate whether the Committee is providing a positive or negative recommendation with regard to adding the course(s) to the existing list of courses the Member is demonstrably qualified to teach.
- 32.3.9.8 By May 1, the Chair of the Modified Appointments Committee shall forward to the Member the written recommendation of the Committee with its reasons, and submit to the Unit Head, the Application File including the written recommendation of the Committee with its reasons. In the case of a positive recommendation, the Committee's recommendation shall include a list of the additional courses the Member is demonstrably qualified to teach within the Unit.
- 32.3.9.9 For a departmentalized faculty, in the case of a positive recommendation from the Modified Appointments Committee, the Unit Head shall recommend expanding the list of courses the Member is demonstrably qualified to teach to include the additional courses listed in the Committee's positive recommendation pursuant to Article 32.3.9.8, unless the Unit Head is not persuaded that the Member has met the criteria set out at Article 32.3.9.2.
- 32.3.9.10 For a departmentalized faculty, by May 15, the Unit Head shall forward to the Member the Unit Head's written recommendation with reasons, and submit to the Dean the Application File, including

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(a) the written recommendation of the Modified Appointments Committee with its reasons and the Member's response to the Committee's recommendation (if any); and

(b) the Department Head's written recommendation and reasons.

32.3.9.11 For a departmentalized faculty, in the case of a positive recommendation from the Modified Appointments Committee and the Unit Head, the Dean shall amend the list of courses the Member is demonstrably qualified to teach to include the additional courses listed in the Committee's positive recommendation. The amended list shall be effective on July 1 of the year in which the positive recommendation was granted. However, if the Unit Head and the Committee do not agree on a recommendation, the Dean shall decide the matter.

32.3.9.12 For a non-departmentalized faculty, in the case of a positive recommendation from the Modified Appointments Committee, the Dean shall amend the list of courses the Member is demonstrably qualified to teach to include the additional courses listed in the Committee's positive recommendation pursuant to Article 32.3.9.8, unless the Dean is not persuaded that the Member has met the criteria set out at Article 32.3.9.2.

32.3.9.13 The Dean shall inform the Member of the decision in writing, including reasons for any denial, by July 1. In the case of a positive decision, the Dean's notification letter shall provide an amended list of courses to reflect a list of all courses the Member is now demonstrably qualified to teach and that list shall be effective on July 1 of the year in which the positive decision was made.

32.3.9.14 In the case of a negative decision to add to the Member's list of courses, the Member shall retain the list of courses she/he was deemed demonstrably qualified to teach at the time she/he was granted a GRoR.

**32.4 Expiration or Loss of Specific (SRoR) or General Right of Reappointment (GRoR)**

32.4.1 A Term Adjunct's SRoR or GRoR shall expire if

(a) the Term Adjunct has indicated that he/she does not wish to maintain his/her Right of Reappointment (on a per course-section basis), and made such indication in writing to his/her Unit Head; or

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- (b) despite reasonable efforts, the Term Adjunct cannot be contacted at the last mailing or e-mail address or telephone number provided in writing to the Unit Head by the Term Adjunct; or
- (c) the Term Adjunct has not taught, as an Adjunct, the course(s) for which he/she has a Right of Reappointment for five (5) consecutive Academic Years.

32.4.2 A Term Adjunct shall lose his/her SRoR or GRoR if he/she

- (a) has been dismissed for cause or suspended for cause without pay for at least (1) month; or
- (b) does not meet the standard of good teaching and satisfactory performance of assigned duties as measured by evaluations per Article 29; or
- (c) has been disciplined at Queen's or at another institution for fraud or misconduct in academic activity (following the conclusion of the grievance process at that institution).

32.4.3 A Member with a SRoR or GRoR who declines a reappointment in order to undertake activities that will maintain or enhance the quality of the Member's scholarship and teaching, or to enable the Member to undertake other outside activities related to his/her scholarship and teaching, or to meet family obligations or for health-related reasons shall maintain his/her seniority for purposes of Article 32.2.5 and Article 32.3.8.2, provided that

- (a) the Member has notified the Unit Head in writing of the Member's reason for not accepting the available appointment;
- (b) the Unit Head has approved the Member's reason, and has so indicated to the Member in writing; and
- (c) the period of non-appointment does not exceed twelve (12) consecutive months.

32.4.4 A period of non-appointment per Article 32.4.3 does not count towards the years outlined in Article 32.4.1(c) that are used to determine expiration of SRoR or GRoR.

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### **32.5 Conversion of Term Adjunct Appointment to Continuing Adjunct Appointment**

#### **32.5.1 Eligibility**

32.5.1.1 A Term Adjunct with a GRoR and a minimum of six (6) years of consecutive service as a faculty Member in the Bargaining Unit and whose years of service multiplied by the cumulative total of the full-course equivalents she/he has successfully taught in that period equals seventy-two (72) or more may apply to convert his/her Term Adjunct appointment to a Continuing Adjunct appointment in a Unit. Years of service in a continuing (e.g. tenured) appointment from which a Member has retired, resigned or been dismissed, or following which a Member has received a terminal appointment pursuant to Article 30.17.1 or Article 31.14.1, shall not count toward eligibility for a Continuing Adjunct appointment.

32.5.1.2 In instances where a Term Adjunct has become numerically eligible to convert his/her appointment to a Continuing Adjunct appointment as a result of teaching performed in multiple Units, the provisions of Article 32.5 shall be modified where applicable by the provisions of Article 32.5.8.

#### **32.5.2 Criteria**

32.5.2.1 A Continuing Adjunct appointment as defined in Article 25.1.3.2 shall be granted to an eligible Term Adjunct when there is clear evidence, based on at least six (6) evaluations per Article 28, of demonstrated professional growth and the promise of future development as reflected in the following:

- (a) A record of very good teaching (per Article 29) and clear evidence of a commitment to academic and pedagogical excellence; and
- (b) A record of high-quality performance of assigned duties.

32.5.2.2 In order to be granted a Continuing Adjunct appointment as defined in Article 25.1.3.2, the Member must show that the evidence favours granting a Continuing Adjunct appointment.

#### **32.5.3 Procedures**

32.5.3.1 The Modified Appointments Committee shall make recommendations on all Continuing Adjunct appointment applications.

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32.5.3.2 The Unit Head shall inform all Term Adjuncts who will become eligible to apply for a Continuing Adjunct appointment pursuant to Articles 32.5.1.1 in writing of their eligibility no later than the first day of the Term prior to the Term in which she/he becomes eligible. Within thirty (30) days, a Member must indicate to the Unit Head in writing that he/she will consider a Continuing Adjunct appointment, and submit any materials pursuant to Article 32.5.3.3 that he/she wishes to be considered by the Modified Appointments Committee.

32.5.3.3 A Term Adjunct who wishes to apply for a Continuing Adjunct appointment shall, on or before January 31 following the Unit Head's notice under Article 32.5.3.2 submit his/her application for consideration by the Modified Appointments Committee. The application shall include

- (a) an up-to-date curriculum vitae;
- (b) a teaching dossier which includes student evaluations and/or surveys pursuant to Article 29;
- (c) a list of all courses or subject areas within the Unit the Member believes she/he is demonstrably qualified to teach; and
- (d) any other materials relevant to the courses within the Unit that the Member is demonstrably qualified to teach (in addition to those courses for which the Member has been appointed in the past).

A Member may also choose to include other material she/he believes is relevant to the criteria at Article 32.5.2.1.

32.5.3.4 Prior to February 15, the Unit Head shall

- (a) inform the Modified Appointments Committee of the Member's application;
- (b) make available to the Committee the information from the Member's Official File that is relevant to the application (including the Member's Appointment Reports and teaching evaluations); and
- (c) make available to the Committee the Member's materials submitted pursuant to Article 32.5.3.3.

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**32.5.4 Application File**

32.5.4.1 The Application File shall consist of all materials provided by the Member pursuant to Article 32.5.3.3, and all other material, reports and assessments compiled under Article 32.5.3.4.

**32.5.5 Recommendations**

32.5.5.1 By March 15, the Modified Appointments Committee shall meet to assess all materials in the Application File in order to determine if the Member has met the criteria set out at Article 32.5.2.1.

32.5.5.2 In the case of an emerging negative recommendation, the Chair of the Modified Appointments Committee must inform the Member within ten (10) working days with clearly stated reasons. The Member shall have ten (10) working days to submit a written response or any additional relevant material, all of which shall be added to the Application File.

32.5.5.3 The Modified Appointments Committee shall form a recommendation in writing with reasons in accordance with the appropriate criteria. The recommendation shall clearly indicate whether the Committee supports or is opposed to the granting a Continuing Adjunct appointment.

32.5.5.4 By May 1, the Modified Appointments Committee Chair shall forward to the Member the written recommendation of the Committee on the question of whether to grant a Continuing Adjunct appointment with its reasons, and submit to the Unit Head, the Application File including the written recommendation of the Committee with its reasons.

32.5.5.5 For departmentalized faculties, in the case of a positive recommendation from the Modified Appointments Committee, the Unit Head shall recommend the granting of a Continuing Adjunct appointment unless

- (a) the Unit Head, in reviewing the Unit's plans for the upcoming year, determines that the course(s) taught by the Member will be discontinued or re-assigned and there are no other courses offered in the Unit for which the Member is demonstrably qualified; or
- (b) the Unit Head is not persuaded that the Member has met the applicable criteria set out at Article 32.5.2.1.



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32.5.5.6 For a departmentalized faculty, by May 15, the Unit Head shall forward to the Member the Unit Head's written recommendation with reasons, and submit to the Dean the Application File, including

(a) the written recommendation of the Modified Appointments Committee with its reasons and the Member's response to the Committee's recommendation (if any); and

(b) the Department Head's written recommendation and reasons.

**32.5.6 Decision**

32.5.6.1 For a departmentalized faculty, in the case of a positive recommendation, the Dean shall grant the Continuing Adjunct appointment unless the Dean is not persuaded that the Member has met the applicable criteria set out at Article 32.5.2.1.

32.5.6.2 For a non-departmentalized faculty, in the case of a positive recommendation from the Modified Appointments Committee, the Dean shall grant a Continuing Adjunct appointment unless

(a) the Dean, in reviewing the Unit's plans for the upcoming year, determines that the course(s) taught by the Member will be discontinued or re-assigned and there are no other courses offered in the Unit for which the Member is demonstrably qualified; or

(b) the Dean is not persuaded that the Member has met the applicable criteria set out at Article 32.5.2.1.

32.5.6.3 The Dean shall inform the Member of the decision in writing, including reasons for any denial, by July 1. The Dean's notification letter shall state the Member's FTE and that the appointment shall be effective July 1.

32.5.6.4 In the case of a negative decision, the Member shall retain any right of reappointment he/she held at the time of application for a Continuing Adjunct appointment.

**32.5.7 Course Load Entitlement**

32.5.7.1 Term Adjunct Members whose appointments are converted to Continuing Adjunct appointments shall be entitled to a course load (Course Load Entitlement) of no less than the higher of

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- (a) the average number of half courses per year he/she has taught in all years used in calculating eligibility for a Continuing Adjunct appointment; or
- (b) the average number of half courses per year he/she has taught in the last three (3) years.

32.5.7.2 A Continuing Adjunct Member's workload and FTE may be renegotiated by agreement between the Member and the Unit Head, and subject to the approval of the Dean.

32.5.7.3 Notwithstanding Article 32.5.7.2, where:

- (a) For a period of three (3) consecutive Academic Years commencing with the 2015-16 Academic Year, a Continuing Adjunct has taught a half (0.5) credit course or more in addition to his/her Course Load Entitlement in each Academic Year; and
- (b) The Continuing Adjunct will teach a half (0.5) credit course or more in addition to his/her Course Load Entitlement in the following Academic Year, i.e., the fourth (4<sup>th</sup>) consecutive Academic Year, then, subject to the exceptions set out at 32.5.7.3(e) and (f) below:
- (c) The Continuing Adjunct may elect in writing to his/her Unit Head by no later than June 15 of the third (3<sup>rd</sup>) consecutive Academic Year in which she/he has taught/is teaching the course for his/her FTE to be adjusted to reflect an increased Course Load Entitlement; and
- (d) If such an election is made, the adjustment to the Continuing Adjunct's FTE shall take effect on July 1 of the subsequent, i.e., fourth (4<sup>th</sup>) consecutive Academic Year.

Except that:

- (e) A FTE can only be increased to a maximum of 1.0; and
- (f) Where a course is assigned to a Continuing Adjunct Member in order to replace another Member who had previously been assigned the course in accordance with Article 37.2.3, then the course shall not count for the purpose of increasing the Continuing Adjunct Member's FTE in accordance with Article 32.5.7.3. However, in circumstances where the Continuing Adjunct Member withdraws from the teaching of a course to which she/he had previously been assigned in order to replace a Member in another

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course, then such replacement assignment shall count for the purpose of increasing the Continuing Adjunct Member's FTE in accordance with Article 32.5.7.3.

#### **32.5.8 Eligibility for a Continuing Adjunct Appointment Across Two or More Units**

32.5.8.1 Article 32.5.8 applies to Term Adjuncts who have taught in more than one Unit and who wish to apply teaching experience in one Unit to their eligibility for conversion of a Term Adjunct appointment to a Continuing Adjunct appointment in another Unit. To the extent applicable, Article 32.5.8 modifies the other provisions of Article 32.5.

32.5.8.2 A Term Adjunct who wishes to apply teaching experience in more than one Unit toward his/her eligibility for a Continuing Adjunct appointment shall inform the Heads of all such Units in writing of all teaching performed in other Units by October 31 in the Fall Term, or February 15 in the Winter Term if they are only teaching in that Term. The Letter of Appointment for all Term Adjuncts will identify the need for a Term Adjunct to provide Unit Heads with this information.

32.5.8.3 The University shall consider teaching performed in multiple Units in the calculation of numerical eligibility for conversion to a Continuing Adjunct appointment only if the conditions of Article 32.5.8.2 are met.

32.5.8.4 The Head of the Unit in which the Term Adjunct has a Course Load Entitlement of one-half (0.5) full-course equivalent or greater, or if the Term Adjunct has a Course Load Entitlement of one-half (0.5) full-course equivalent or greater in more than one Unit, the Head of the Unit in which the greatest amount of teaching has been performed by the Term Adjunct shall initiate the procedures as set out at Article 32.5.3.2. Heads of Units in which the Term Adjunct subsequently achieves a Course Load Entitlement of one-half (0.5) full-course equivalent or greater will initiate the procedures in Article 32.5.3.2 at that time. All Units in which the Term Adjunct has taught shall be copied on the correspondence prescribed by Article 32.5.3.2.

32.5.8.5 A Term Adjunct may apply for a Continuing Adjunct appointment across multiple Units only in those Units where his/her Course Load Entitlement (calculated in accordance with Article 32.5.7.1 on a per-Unit basis as of the date she/he became numerically eligible for conversion) equals one-half (0.5) full-course equivalent or greater. The Member shall submit an application for a Continuing Adjunct appointment to each such Unit.

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32.5.8.6 Each Unit to which the Term Adjunct applies for conversion to a Continuing Adjunct appointment shall independently complete the procedures set out at Article 32.5.3 through Article 32.5.6.

32.5.8.7 Where the Term Adjunct submits more than one application for conversion to Continuing Adjunct appointment, the Dean shall assess and decide each application independently.

32.5.8.8 In the case of a positive recommendation in one or more of the Term Adjunct's application(s), the Course Load Entitlement for the Member's Continuing Adjunct appointment shall be the sum of the calculations (in accordance with Article 32.5.7.1) in all Units in which the Member's application was successful to a maximum of one-hundred (100) percent FTE.

32.5.8.9 Regardless of the number of successful applications, the Member shall be granted a single Continuing Adjunct appointment. The Member's workload may be assigned across the multiple Units as the respective Unit Heads, in consultation with the Member, may determine.

**32.6 Promotion for Adjunct Faculty**

32.6.1 The Renewal/Tenure/Promotion (RTP) Committee as defined in Article 30.2 shall make recommendations on all Adjunct promotion applications.

32.6.2 For the promotion of Adjuncts,

- (a) the procedures set out in Article 30.7 through Article 30.16 shall apply mutatis mutandis; and
- (b) the criteria set out in Article 30.6.1 through Article 30.6.8 shall apply to the same extent and in the same way that they apply to Tenured and Tenure-track faculty Members, except that when considering the length of time over which an Adjunct has developed his/her record of scholarly activity, the RTP Committee shall take into consideration any evidence as to the effect of the nature of the academic appointment(s) held by the Adjunct on his/her ability to engage in those scholarly activities; and
- (c) Where any Adjunct who was initially appointed at the rank of Lecturer and who has not obtained his/her Ph.D. applies for promotion to Assistant Professor:

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- (i) The procedures set out in Article 30.7 through 30.15 that pertain to Renewal shall be used; and
  - (ii) In order to be promoted to Assistant Professor, the Member must show that the evidence favours promotion to Assistant Professor.
- 32.6.3 Any Adjunct who was initially appointed with the rank of Lecturer because she/he had not yet obtained his/her Ph.D. shall be appointed with the rank of Assistant Professor upon obtaining this degree without the need to apply for promotion under this Article.
- 32.6.4 In order for any Adjunct to apply for promotion to a particular rank, the Adjunct must first hold the rank immediately preceding the rank for which he/she is applying.
- 32.6.5 In order to be eligible to apply for promotion, a Term Adjunct must either currently hold an appointment or be within twelve (12) months of the conclusion of his/her most recent appointment at the time that he/she makes notification of his/her application as per Article 30.7.3. Where he/she does not have an appointment at the time of application, any promotion will take effect upon the first appointment subsequent to the successful application for promotion.
- 32.6.6 A Continuing Adjunct who has held an adjunct appointment at the University for a minimum of twelve (12) consecutive years (excluding service as an Adjunct I and as a Sessional Adjunct) and who has been promoted to the rank of Professor in accordance with the provisions of Article 30 and Article 32 shall be granted a full-range Tenured appointment with the rank of Professor.